



King County

PUBLIC HEALTH NURSING DIRECTOR

REGIONAL HEALTH ADMINISTRATOR

PUBLIC HEALTH – SEATTLE & KING COUNTY

Annual Salary Range: \$80,362 - \$101,864

Job Announcement: 05TA5427

OPEN: 8/17/05 CLOSE: 8/30/05

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104 or fax to (206)205-5430.** Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Melody Latshaw at (206)296-4332 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 999 Third Avenue, Suite 900, Seattle, WA 98104

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE:

The Nursing Director at Public Health – Seattle and King County (ND) directs the Office of Professional Nursing Services (OPNS) which provides nursing leadership and clinical practice oversight for nursing services throughout the department. There are over 300 nurses employed by PH working in management, supervisory, nurse practitioner, public health nursing, ambulatory care and correctional health roles. The Nursing Director plays an integral role on the Clinical Services Leadership Team, consisting of the Public Health Medical Director, Dental Director, and Chief of Pharmacy. This position provides leadership in the development, review and implementation of clinical systems, policies, protocols and procedures which strengthen the delivery of personal health services. OPNS also, at this time, manages Quality Assurance/Improvement, Medical Records Management, and Credentialing.

Duties for the Nursing Director include:

- Developing and communicating a vision for nursing practice in collaboration with departmental nursing leaders;
- Overseeing the quality of nursing services throughout Public Health; collaborating as necessary with Human Resources, division management; PH nursing supervisors; King County Labor Negotiator, and the Washington State Nurses Association;
- Supervising professional staff in the OPNS including the Deputy Nursing Director;
- Leading a cross-divisional team of nursing leaders;

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Developing and managing systems designed to recruit and retain qualified, quality nursing staff;
- Providing guidance, coaching and mentoring for nursing supervisors;
- Supervising nursing staff development programs;
- Representing and advocating for nurses in both internal and external arenas;
- Representing PH in external relationships with universities and community colleges in order to:
 - Address recruitment and retention issues to include recruitment of diverse culturally competent nursing staff;
 - Advise on curriculum content; shape educational opportunities for students;
- Participating in negotiating and implementing WSNA contracts for nursing staff and personal health service supervisors;
- Serving on the Public Health Senior Leadership Group, providing public health nursing perspective in policy and strategy decisions; and
- Serving as one of the Public Health Duty Officers.

QUALIFICATIONS:

- Demonstrated knowledge of nursing and public health principles and RCWs and WACS governing nursing and public health practice
- Demonstrated knowledge of community standards for nursing practice and skill in evaluating the practice skills of individual nurses
- Skilled in personnel practices including hiring, recruitment, retention, classification, disciplinary actions and staff development.
- Experience managing quality assurance and quality improvement programs in a large health care organization
- Experience providing management and leadership to a nursing staff
- Demonstrated knowledge of labor law and skilled in applying it to employment practices and collective bargaining agreements
- Knowledge of public policy analysis and evaluation techniques
- Skill in working in a political environment with individuals with diverging opinions and viewpoints
- Skill in working with diverse populations
- Skill in working with community groups
- Bachelors of Science in Nursing from an NLN accredited university
- Master's degree level preparation in nursing, health administration, or public health
- Currently licensed as nurse in the State of Washington

NECESSARY SPECIAL REQUIREMENTS

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines, including, but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Not represented

CLASS CODE: 8251

SEQUENCE NUMBER: 0903